

# EMERGENCY SOLUTIONS GRANTS

---

SHONDA H. GRAY

EMERGENCY SOLUTIONS GRANTS PROGRAM MANAGER

[SHONDA.GRAY@ADECA.ALABAMA.GOV](mailto:SHONDA.GRAY@ADECA.ALABAMA.GOV)

334-353-0288

# DISTRIBUTION OF FUNDS

---

- ❖ The State will receive \$2,486,800 for PY2016
- ❖ Funds will be allocated on the quality of applications received
- ❖ Grant ceiling of \$200,000 for single-jurisdiction service area **OR** \$400,000 for multi-county service area



# ELIGIBLE APPLICANTS

---

- ❖ Local units of government: cities, towns, or counties
- ❖ Private nonprofit organizations
- ❖ Faith-based organizations

# FAITH-BASED ORGANIZATIONS

---

- ❖ Can't engage in religious activities as part of the ESG-funded activities
- ❖ Can't discriminate based on religion or religious beliefs
- ❖ Can't use ESG funds to rehabilitate structures used for religious activities



# APPLICATION THRESHOLDS

---

Applications will not be accepted if applicant:

- ❖ Is indebted to the state or federal government and no repayment arrangement is in place
- ❖ Has disallowed costs resulting from an ADECA review or audit and no resolution is finalized
- ❖ Had an open ESG project from 2014 or earlier, as of March 31, 2016

# APPLICATION RESTRICTIONS

---

Applicant may not be listed as a second-tier subrecipient in another application

**NOTE: A second-tier subrecipient may be listed as a second-tier subrecipient in multiple applications.**

# ELIGIBLE ACTIVITIES

---

- ❖ Street Outreach
- ❖ Emergency Shelter
- ❖ Homelessness Prevention
- ❖ Rapid Re-Housing
- ❖ Homeless Management Information System (HMIS)
- ❖ Administration

# STREET OURTEACH

---

Assistance provided must serve unsheltered homeless persons who are neither willing nor able to access housing, emergency shelter, or an appropriate health facility.



# STREET OURTEACH

## ELIGIBLE COSTS

---

### **Eligible costs include:**

- Engagement
- Case Management
- Emergency Health Services
- Emergency Mental Health Services
- Transportation
- Services to Special Populations

# STREET OUTREACH: ENGAGEMENT

---

- ❖ Initial assessment of needs and eligibility
- ❖ Providing crisis counseling
- ❖ Addressing urgent physical needs (meals, blankets, clothes, toiletries)
- ❖ Actively connecting and providing information and referral
- ❖ Cell phone costs of outreach workers

# STREET OUTREACH: CASE MANAGEMENT

---

- ❖ Using the centralized or coordinated assessment system
- ❖ Initial evaluation/verifying and documenting eligibility
- ❖ Counseling
- ❖ Developing/securing/coordinating services

# STREET OUTREACH: CASE MANAGEMENT

---

- ❖ Helping obtain federal, state, and local benefits
- ❖ Monitoring/evaluating participant progress
- ❖ Providing information and referral to other providers
- ❖ Developing an individualized housing/service plan

# STREET OUTREACH: EMERGENCY HEALTH SERVICES

---

- ❖ Assessing participants' health problems and developing treatment plans
- ❖ Assisting participants to understand their health needs
- ❖ Providing or helping participants obtain appropriate emergency medical treatment
- ❖ Providing medication and follow-up services

# STREET OUTREACH: EMERGENCY MENTAL HEALTH SERVICES

---

- ❖ Crisis interventions
- ❖ Prescription of psychotropic medications
- ❖ Explain the use and management of medications
- ❖ Combinations of therapeutic approaches to address multiple problems



# STREET OUTREACH: TRANSPORTATION

---

- ❖ Transporting unsheltered people to emergency shelters or other service facilities
- ❖ Cost of a participant's travel on public transit
- ❖ Mileage allowance for outreach workers to visit participants



# STREET OUTREACH: TRANSPORTATION

---

- ❖ Purchasing or leasing a vehicle for use in conducting outreach activities, including the cost of gas, insurance, taxes and maintenance for the vehicle
- ❖ Costs of staff to accompany or assist participants to use public transportation





# STREET OUTREACH: SERVICES TO SPECIAL POPULATIONS

---

*Special populations: homeless youth; victims of domestic violence and related crimes/threats; persons living with HIV/AIDS **who are literally homeless***

- ❖ Engagement
- ❖ Case Management
- ❖ Emergency Health Services
- ❖ Emergency Mental Health Services
- ❖ Transportation

# EMERGENCY SHELTER ELIGIBLE COSTS

---

Eligible program participants are individuals and families who are homeless in emergency shelter.

## **Eligible costs include:**

- Essential Services
- Renovation
- Shelter Operations
- Assistance Required under “URA”

# EMERGENCY SHELTER ELIGIBLE COSTS

---

*\*Transitional Housing Facilities **that did not receive FY2010 ESG funds** must meet both of the following criteria\**

- ❖ Its primary purpose is to provide a temporary shelter for the homeless in general or for specific populations of the homeless;  
**and**
- ❖ It does not require occupants to sign leases or occupancy agreements

**\*\* Prevention or Rapid Re-Housing funds CANNOT be used to pay for an individual's/family's stay in transitional housing facilities\*\***

# EMERGENCY SHELTER: ESSENTIAL SERVICES

---

- ❖ Case Management
- ❖ Child Care
- ❖ Life Skills
- ❖ Mental Health Services
- ❖ Education Services
- ❖ Employment Assistance and Job Training

# EMERGENCY SHELTER: ESSENTIAL SERVICES

---

- ❖ Outpatient Health Services
- ❖ Legal Services
- ❖ Substance Abuse Treatment Services
- ❖ Transportation
- ❖ Services for Special Populations

# EMERGENCY SHELTER: ESSENTIAL SERVICES – CASE MANAGEMENT

---

- ❖ Using the centralized or coordinated assessment system
- ❖ Initial evaluation including verifying and documenting eligibility
- ❖ Counseling
- ❖ Developing, securing and coordinating services including federal, state, and local benefits

# EMERGENCY SHELTER: ESSENTIAL SERVICES – CASE MANAGEMENT

---

- ❖ Monitoring and evaluating program participant progress
- ❖ Providing information and referrals to other providers
- ❖ Providing ongoing risk assessment and safety planning with victims of domestic violence, dating violence, sexual assault, and stalking
- ❖ Developing an individualized housing and service plan

# EMERGENCY SHELTER: ESSENTIAL SERVICES – CHILD CARE

---

- ❖ Child care costs
- ❖ Meals and snacks
- ❖ Comprehensive and coordinated sets of appropriate developmental activities





# EMERGENCY SHELTER: ESSENTIAL SERVICES – EDUCATION SERVICES

---

- ❖ Educational services/skill-building
- ❖ Screening, assessment and testing
- ❖ Individual or group instruction
- ❖ Tutoring



# EMERGENCY SHELTER: ESSENTIAL SERVICES – EDUCATION SERVICES

- ❖ Provision of books, supplies and instructional material
- ❖ Counseling
- ❖ Referral to community resources



# EMERGENCY SHELTER: ESSENTIAL SERVICES - EMPLOYMENT ASSISTANCE AND JOB TRAINING

---

- ❖ Classroom, online and/or computer instruction
- ❖ Employment screening, assessment, or testing
- ❖ On-the-job instruction
- ❖ Job finding, skill-building
- ❖ Reasonable stipends in employment assistance and job training programs

# EMERGENCY SHELTER: ESSENTIAL SERVICES - EMPLOYMENT ASSISTANCE AND JOB TRAINING

---

- ❖ Books and instructional material
- ❖ Structured job-seeking support
- ❖ Special training and tutoring, including literacy training and pre-vocational training
- ❖ Counseling or job coaching
- ❖ Referral to community resources

# EMERGENCY SHELTER: ESSENTIAL SERVICES

## - OUTPATIENT HEALTH SERVICES

---

- ❖ Assessing health problems and developing a treatment plan
- ❖ Assisting program participants to understand their health needs
- ❖ Providing preventive and non-cosmetic dental care



# EMERGENCY SHELTER: ESSENTIAL SERVICES - OUTPATIENT HEALTH SERVICES

---

- ❖ Providing or helping participants obtain appropriate medical treatment, preventive medical care, and health maintenance services, including emergency medical services
- ❖ Providing medication and follow-up services



# EMERGENCY SHELTER: ESSENTIAL SERVICES - LEGAL SERVICES

---

- ❖ Hourly fees for legal advice and representation by licensed attorneys and certain other fees-for-service
- ❖ Client intake, preparation of cases for trial, provision of legal advice, representation at hearings, and counseling
- ❖ Filing fees and other necessary court costs



# EMERGENCY SHELTER: ESSENTIAL SERVICES - LEGAL SERVICES

---

- ❖ Child support
- ❖ Guardianship
- ❖ Paternity
- ❖ Emancipation
- ❖ Legal separation



# EMERGENCY SHELTER: ESSENTIAL SERVICES - LEGAL SERVICES

---

- ❖ Resolution of outstanding criminal warrants
- ❖ Appeal of veterans and public benefit claim denials
- ❖ Orders of protection and other civil remedies for victims of domestic violence, dating violence, sexual assault, and stalking

# EMERGENCY SHELTER: ESSENTIAL SERVICES - LIFE SKILLS TRAINING

---

- ❖ Budgeting resources
- ❖ Managing money
- ❖ Managing a household
- ❖ Resolving conflict



# EMERGENCY SHELTER: ESSENTIAL SERVICES - LIFE SKILLS TRAINING

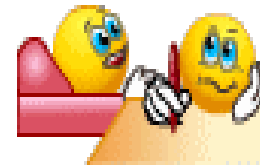
---

- ❖ Shopping for food and needed items
- ❖ Improving nutrition
- ❖ Using public transportation
- ❖ Parenting

# EMERGENCY SHELTER: ESSENTIAL SERVICES - MENTAL HEALTH SERVICES

---

- ❖ Crisis interventions
- ❖ Individual, family, or group therapy sessions
- ❖ Prescription of psychotropic medications or explanations about the use and management of medications
- ❖ Combinations of therapeutic approaches to address multiple problems



# EMERGENCY SHELTER: ESSENTIAL SERVICES - SUBSTANCE ABUSE TREATMENT SERVICES

- ❖ Client intake and assessment
- ❖ Outpatient treatment for up to thirty days
- ❖ Group and individual counseling
- ❖ Drug testing



# EMERGENCY SHELTER: ESSENTIAL SERVICES - TRANSPORTATION

---

- ❖ Cost of a program participant's travel on public transportation
- ❖ Mileage allowance for service workers to visit participants
- ❖ Travel costs of staff to accompany or assist program participants to use public transportation

# EMERGENCY SHELTER: ESSENTIAL SERVICES - TRANSPORTATION

---

Purchasing or leasing a vehicle used for transport of participants and/or staff serving participants, including the cost of gas, insurance, taxes, and maintenance for the vehicle

# EMERGENCY SHELTER: ESSENTIAL SERVICES — SERVICES FOR SPECIAL POPULATIONS

---

*Special populations: homeless youth; victims of domestic violence and related crimes/threats; persons living with HIV/AIDS in emergency shelters*

- ❖ Case Management
- ❖ Child Care
- ❖ Education Services
- ❖ Employment Assistance and Job Training
- ❖ Outpatient Health Services



# EMERGENCY SHELTER: ESSENTIAL SERVICES – SERVICES FOR SPECIAL POPULATIONS

---

*Special populations: homeless youth; victims of domestic violence and related crimes/threats; persons living with HIV/AIDS in emergency shelters*

- ❖ Legal Services
- ❖ Life Skills Training
- ❖ Mental Health Services
- ❖ Substance Abuse Treatment Services
- ❖ Transportation

# EMERGENCY SHELTER: REHABILITATION AND RENOVATION

---

- ❖ Labor
- ❖ Materials
- ❖ Tools
- ❖ Other costs for renovation, including soft costs
- ❖ Major rehabilitation of an emergency shelter
- ❖ Conversion of a building into an emergency shelter



# EMERGENCY SHELTER: REHABILITATION AND RENOVATION

---

## Minimum Period of Use

Activity	Use Requirement	Building Valuation
Major Rehabilitation	10 year*	If rehab costs exceed 75% of the value of the building before rehab
Conversion	10 year*	If rehab costs exceed 75% of the value of the building after rehab
Other Renovation	3 year  *Recorded deed or use restriction required	If rehab costs are 75% or less of the value of the building before rehab

# EMERGENCY SHELTER: SHELTER OPERATIONS

---

- ❖ Maintenance (including minor or routine repairs)
- ❖ Rent
- ❖ Food
- ❖ Furnishings
- ❖ Security
- ❖ Fuel
- ❖ Insurance

# EMERGENCY SHELTER: SHELTER OPERATIONS

---

- ❖ Utilities
- ❖ Equipment
- ❖ Supplies necessary for the operation of the emergency shelter
- ❖ Hotel or motel voucher for family or individual\*

\*Hotel/motel vouchers are only eligible under the emergency shelter activity; **and** when no appropriate emergency shelter is available.

# EMERGENCY SHELTER: ASSISTANCE REQUIRED UNDER URA

---

Costs of providing URA assistance under §576.408, including relocation payments and other assistance to persons displaced by a project assisted with ESG funds

# STREET OUTREACH AND EMERGENCY SHELTER

---

## **Maintenance of Effort**

Subrecipients that are units of general purpose local government cannot use their ESG funds to replace funds the local government provided for street outreach or emergency shelter services during the immediately preceding 12-month period unless HUD determines the local government is in a severe financial deficit.

# STREET OUTREACH AND EMERGENCY SHELTER

---

## Minimum Period of Use

**Street Outreach:** Street outreach services must be provided for at least the period of time for which ESG funds are committed for that purpose.

**Emergency Shelter:** Where ESG funds are used solely for essential services or shelter operations, services or shelter must be provided to homeless individuals and families at least for the period during which the ESG funds are provided.



# STREET OUTREACH AND EMERGENCY SHELTER

---

## **Minimum Period of Use**

**Example: If the subrecipient commits to providing street outreach for an entire year, or if the subrecipient contracts with a second-tier subrecipient to provide street outreach services for an entire year, then the specified street outreach services must be provided for the entire one-year period.**

# STREET OUTREACH AND EMERGENCY SHELTER EXPENDITURE CAP

---

The total amount of the State's ESG award that may be used for street outreach and emergency shelter activities combined cannot exceed the greater of:

1. 60% of the FY2016 award (**\$1,492,080**); **OR**
2. The total amount of FY2010 grant funds committed for homeless assistance activities (**\$1,418,374**)

**Expenditure cap is \$1,492,080.**



# HOMELESSNESS PREVENTION AND RAPID RE-HOUSING

---

## Eligible Program Participants:

**Homelessness Prevention:** Individuals and families who are *at imminent risk, or at risk, of homelessness*

- Annual income below 30% of AMI at program entry

**Rapid Re-housing:** Individuals and families who are *literally homeless*

- No income threshold at program entry

# HOMELESSNESS PREVENTION

---

## Defined Purpose

- ❖ To prevent persons from becoming homeless in a shelter or an unsheltered situation
- ❖ To help such persons regain stability in their current housing or other permanent housing

## Eligible Participants

Extremely low income individuals and families (household income below 30% of AMI) at risk of becoming homeless and moving into an emergency shelter or place not meant for human habitation

# RAPID RE-HOUSING

---

## Defined Purpose

- ❖ To help homeless persons living on the streets or in an emergency shelter transition as quickly as possible into permanent housing, and then,
- ❖ To help such persons **achieve stability** in that housing

## Eligible Participants

Literally homeless individuals and families (currently living in an **emergency shelter** or **place not meant for human habitation**)

# HOMELESSNESS PREVENTION AND RAPID RE-HOUSING

---

## **Eligible Activities:**

- ❖ Housing Relocation and Stabilization Services
  - Financial Assistance
  - Services
- ❖ Short- and Medium-Term Rental Assistance

# HOMELESSNESS PREVENTION AND RAPID RE-HOUSING

---

## Housing Relocation and Stabilization Services

### Financial Assistance

- Moving costs
- Rent application fees
- Security deposit
- Last month's rent
- Utility deposit
- Utility payments

# HOMELESSNESS PREVENTION AND RAPID RE-HOUSING

---

## **Housing Relocation and Stabilization Services**

### Services

- Housing Search & Placement
- Housing Stability Case Management
- Mediation
- Legal Services
- Credit Repair

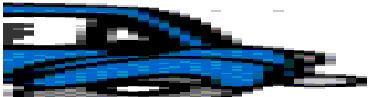


# HOMELESSNESS PREVENTION AND RAPID RE-HOUSING

## Housing Relocation and Stabilization Services

### Financial Assistance

Rental Application Fees	Application fee that is charged by the owner to all applicants
Security Deposits	Equal to no more than 2 months' rent
Last Month's Rent	Paid to the owner of housing at the time security deposit and first month's rent are paid
Moving Costs	Moving costs, such as truck rental or hiring a moving company, including certain temporary storage fees
Utility Deposits	Standard utility deposit required by the utility company for all customers (i.e., gas, electric, water/sewage)
Utility Payments	Up to 24 months of utility payments per participant, per service (i.e., gas, electric, water/sewage), including up to 6 months of arrearages, per service



# HOMELESSNESS PREVENTION AND RAPID RE-HOUSING

---

Housing Relocation and Stabilization Services

## **Housing Search and Placement**

- ❖ Assessment of housing barriers, needs and preferences
- ❖ Development of an action plan for locating housing
- ❖ Housing search, outreach to the owner, and negotiation with owner
- ❖ Assistance with submitting rental applications and understanding leases

# HOMELESSNESS PREVENTION AND RAPID RE-HOUSING

---

Housing Relocation and Stabilization Services

## **Housing Search and Placement cont.**

- ❖ Assessment of housing for compliance with ESG requirements for habitability, lead-based paint, and rent reasonableness
- ❖ Assistance with obtaining utilities and making moving arrangements
- ❖ Tenant counseling

# HOMELESSNESS PREVENTION AND RAPID RE-HOUSING

---

## Housing Relocation and Stabilization Services

### **Housing Stability Case Management**

- ❖ Using the centralized or coordinated assessment system to conduct the initial evaluation and re-evaluation
- ❖ Counseling
- ❖ Monitoring and evaluating program participants' progress

# HOMELESSNESS PREVENTION AND RAPID RE-HOUSING

---

## Housing Relocation and Stabilization Services

### **Housing Stability Case Management cont.**

- ❖ Developing, securing, and coordinating services including federal, state, and local benefits
- ❖ Providing information and referrals to other providers
- ❖ Developing an individualized housing and service plan

# HOMELESSNESS PREVENTION

---

## Housing Relocation and Stabilization Services

### **Mediation**

Mediation between the program participant and the owner or person(s) with whom the program participant is living, to prevent the program participant from losing permanent housing in which they currently reside.

# HOMELESSNESS PREVENTION AND RAPID RE-HOUSING

---

## Housing Relocation and Stabilization Services

### **Legal Services**

- ❖ Hourly fees for legal advice and representation
- ❖ Fees based on the actual service performed (i.e., fee for service), but only if the cost would be less than the cost of hourly fees

# HOMELESSNESS PREVENTION AND RAPID RE-HOUSING

---

## Housing Relocation and Stabilization Services

### **Legal Services cont.**

- ❖ Client intake, preparation of cases for trial, provision of legal advice, representation at hearings, and counseling
- ❖ Filing fees and other necessary court costs



# HOMELESSNESS PREVENTION AND RAPID RE-HOUSING

---

Housing Relocation and Stabilization Services

## **Legal Services cont.**

Legal representation and advice may be provided for:

- ❖ Landlord/tenant matters
- ❖ Child support
- ❖ Guardianship
- ❖ Orders of protection and other civil remedies for victims of domestic violence, dating violence, sexual assault, and stalking

# HOMELESSNESS PREVENTION AND RAPID RE-HOUSING

---

Housing Relocation and Stabilization Services

## **Legal Services cont.**

Legal representation and advice may be provided for:

- ❖ Emancipation
- ❖ Legal separation
- ❖ Resolution of outstanding criminal warrants
- ❖ Appeal of veterans and public benefit claim denials

# HOMELESSNESS PREVENTION AND RAPID RE-HOUSING

---

Housing Relocation and Stabilization Services

## **Credit Repair**

- ❖ Credit Counseling
- ❖ Other related services
- ❖ Does not include payment or modification of debt

# HOMELESSNESS PREVENTION AND RAPID RE-HOUSING

---

## Short- and Medium-Term Rental Assistance

<b>Types of Rental Assistance</b>	<b>Length of Assistance</b>
Short Term Rental Assistance	Up to 3 Months
Medium Term Rental Assistance	4 to 24 Months
Payment of Rental Arrears	One time payment up to 6 months, including any late fees on those arrears
Any Combination of the Three Types of Rental Assistance	Total not to exceed 24 months during any 3 year period, including any payment for last month's rent

# HMIS

---

- ❖ The HEARTH Act makes HMIS participation a statutory requirement for ESG recipients and subrecipients.
- ❖ Victim service providers cannot participate in HMIS.
- ❖ Legal services organizations may choose not to participate in HMIS.

# HMIS

---

- ❖ Providers that do not participate in HMIS must use a comparable database that produces unduplicated, aggregate reports.
- ❖ ESG funds may be used to pay the costs of establishing and operating a comparable database.

**Up to 5% of the applicant's budget may be used for HMIS.**

# HMIS

---

## *Hardware, Equipment and Software Costs*

- ❖ Purchasing or leasing computer hardware
- ❖ Purchasing software or software licenses
- ❖ Purchasing or leasing equipment, including telephones, faxes, and furniture



# HMIS

---

## ***Staffing: Paying salaries for operating HMIS***

- ❖ Data collection
- ❖ Completing data entry
- ❖ Monitoring and reviewing data quality
- ❖ Completing data analysis



# HMIS

---

## ***Staffing: Paying salaries for operating HMIS cont.***

- ❖ Reporting to the HMIS Lead
- ❖ Training staff on using the HMIS or comparable database
- ❖ Implementing and complying with HMIS requirements

# HMIS

---

## *Training and Overhead*

- ❖ Obtaining technical support
- ❖ Leasing office space
- ❖ Paying charges for electricity, gas, water, phone service and high-speed data transmission necessary to operate or contribute data to the HMIS
- ❖ Paying staff travel costs to conduct intake

# HMIS

---

## ***Training and Overhead cont.***

- ❖ Paying costs of staff to travel to and attend HUD-sponsored and HUD-approved training on HMIS and programs authorized by Title IV of the McKinney-Vento Homeless Assistance Act
- ❖ Paying participation fees charged by the HMIS Lead, if the subrecipient is not the HMIS Lead

# HMIS

---

## General Restrictions

- ❖ Activities funded under this component must comply with HUD's standards on participation, data collection, and reporting under a local HMIS.
- ❖ This includes compliance with HUD's 2014 HMIS Data Standards.

# ADMINISTRATION

---

- ❖ The State shares the Administration funds with the ESG subrecipients.
- ❖ Only the applicant may request funds for administration.

**Up to 7.5% of the State's ESG grant may be used for the payment of administrative costs related to the planning and execution of ESG activities.**

# ADMINISTRATION

---

*This does not include staff and overhead costs directly related to carrying out street outreach, emergency shelter, homelessness prevention, and rapid re-housing activities, as those costs are eligible as part of those activities.*

**Up to 5% of the applicant's budget may be used for administration.**

# ADMINISTRATION

---

## Eligible Costs

- ❖ General Management/Oversight/Coordination
- ❖ Training on ESG Requirements
- ❖ Environmental Review

# ADMINISTRATION

---

## **General Management, Oversight, and Coordination**

- ❖ Administrative services performed under third party contracts or agreements, including general legal services, accounting services, and audit services
- ❖ Staff salaries, wages, and related costs of staff engaged in eligible program administration activities



# ADMINISTRATION

---

## **General Management, Oversight, and Coordination cont.**

- ❖ Travel costs incurred for monitoring of second-tier subrecipients
- ❖ Other costs for goods and services required for administration of the program, including rental or purchase of equipment, insurance, utilities, office supplies, and rental and maintenance (but not purchase) of office space

# ADMINISTRATION

---

## **Other Eligible Costs**

### **Training on ESG Requirements**

Costs of providing training on ESG requirements and attending HUD-sponsored ESG trainings

### **Environmental Review**

Costs of carrying out the environmental review responsibilities under §576.407

# CREDITS

---

HUD's Emergency Solutions Grants (ESG)  
Program Components and Activities webinar

# APPLICATION DEADLINE

---

One original and two copies are due by **12:00 p.m.** on **Tuesday, June 28, 2016.**

Mail applications to physical or postal address:

Alabama Department of Economic and Community Affairs

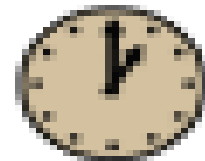
ATTN: CED/Community Services

401 Adams Avenue, Suite 524

Montgomery, Alabama 36104 **or**

P.O. Box 5690

Montgomery, Alabama 36103-5690



# APPLICATION REQUIREMENTS

---

For local unit of government applicants:

- Cover letter signed by chief elected official
- Resolution
  - providing authorization to submit application
  - assuming responsibility of total match requirement (regardless of the source)

# APPLICATION REQUIREMENTS

---

For nonprofit agency applicants:

- Cover letter on letterhead from chairperson/president of the board
- providing authorization to submit application
- assuming responsibility of total match requirement (regardless of the source)

# APPLICATION

---

## Identification of Homeless Assistance Needs

(20 points)

- ❖ What is your service area?
- ❖ Who are the homeless in your service area?
- ❖ What are the needs of those homeless persons, **especially** the unsheltered homeless?
- ❖ How many homeless persons/families were served by each agency during the last calendar year?



# APPLICATION

---

## **Applicant's Strategy to Address Homeless Problems**

**(25 Points)**

- ❖ What is your plan to serve the homeless or those at risk of homelessness?
- ❖ Quantify the specific types of services provided by each agency during the last calendar year.
- ❖ How many participants does each agency propose to assist?





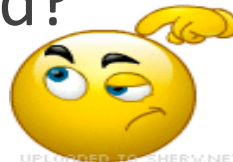
# APPLICATION

---

## **Applicant's Strategy to Address Homeless Problems cont.**

**(25 Points)**

- ❖ What types of assistance does each agency propose to provide?
- ❖ Why are you serving this subpopulation of the homeless or those at risk of homelessness?
- ❖ Why aren't you serving other subpopulations that may have been identified?



# APPLICATION

---

## **Capacity and Coordination (20 Points)**

- ❖ What types of programmatic and fiscal grant management experience do the applicant and second-tier subrecipient(s) possess?
- ❖ Provide the plan to coordinate and integrate ESG-funded activities with other programs targeted to serving homeless persons **and** with mainstream resources for which program participants may be eligible.



# APPLICATION

---

## **Capacity and Coordination cont. (20 Points)**

- ❖ Provide the number of staff members for each agency that will provide assistance.
- ❖ For each agency that will provide assistance to participants, provide details of the staff members' experience with service provision to the homeless or those at risk of homelessness.



# APPLICATION

---

## **Participation in a Continuum of Care (CoC) (15 Points)**

- ❖ How long has each agency that will provide assistance been a member of the local CoC?
- ❖ Detail the strategies of the local CoC for serving the homeless.
- ❖ How are services to be provided in line with the CoC's strategies for serving the homeless?
- ❖ Has staff from each agency that will provide assistance participated in CoC initiatives/activities/programs?



# APPLICATION

---

## Match (10 Points)

- ❖ Does the match provide ESG-eligible assistance **and** benefit the ESG program participants?
- ❖ Are resolutions from local units of government and/or official letters specifying donations included?
- ❖ How are proposed volunteer hours related to the ESG program activities and program participants?
- ❖ Has a history of donations and volunteer hours been established?

# APPLICATION

---

## **Match cont. (10 Points)**

May be provided from federal, state, local or private sources unless:

1. The funds are ESG funds from other fiscal years
2. Program rules prohibit the use of those funds as match
3. ESG is used as match for the other source

# APPLICATION

---

## **Budget (10 Points)**

- ❖ Does the budget narrative clearly explain each activity?
- ❖ Is a detailed description of costs included for each agency's activities?
- ❖ Are proposed costs eligible for ESG assistance?
- ❖ Has each agency requesting funds provided a detailed budget listing all funding sources?

SECOND-TIER SUBRECIPIENT		Alabama Department of Economic and Community Affairs Emergency Solutions Grant Budget Financial Report						
Date of Report		Subrecipient Budget/Report Number						Original Budget
		Second-tier Subrecipient Budget/Report Number						Revised Budget
Subrecipient Name								Formal Amendment
Second-tier Subrecipient Name								Final Expenditure
Contract Number								
<b>For ADECA use only</b>			<b>ESG</b>			<b>Local/Other Funds</b>		
<b>Project #</b>		<b>1</b> <b>Total Activity Cost</b>	<b>2</b> <b>Last Approved Budget</b>	<b>3</b> <b>Original Budget/ Budget Revision</b>	<b>4</b> <b>Budget Adjustment or Deobligation (3 - 2)</b>	<b>5</b> <b>Last Approved Budget</b>	<b>6</b> <b>Original Budget/ Budget Revision</b>	<b>7</b> <b>Budget Adjustment or Deobligation (6 - 5)</b>
<b>Activity #</b>	<b>Activity</b>	<b>(3 + 6)</b>						
	a. Administration	\$ -			\$ -			\$ -
	b. Street Outreach	\$ -			\$ -			\$ -
	c. Emergency Shelter	\$ -			\$ -			\$ -
	d. HMIS	\$ -			\$ -			\$ -
	e. Prevention	\$ -			\$ -			\$ -
	Rental Assistance							
	Services *(HR & S)							
	f. Re-Housing	\$ -			\$ -			\$ -
	Rental Assistance							
	Services *(HR & S)							
	<b>Total</b>	\$ -	-	\$ -	\$ -	\$ -	\$ -	\$ -
*(HR & S) - Housing Relocation & Stabilization Services								
Mayor/Chairman/Authorized Official				Date	State Reviewer			
					Date			
Description: (Required for original budget only)								
a.					Division Chief			
b.					Date			
c.								
d.					Source of local/other funds:			
e.								
f.								
Reason for amendment and/or deobligation:								
Original to Accounting, Copy to Grant Administrator, and Copy to Project File.								



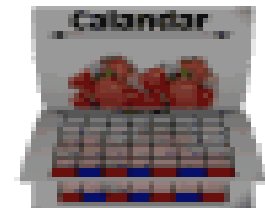
# SUBRECIPIENT BUDGET

SUBRECIPIENT FORM		Alabama Department of Economic and Community Affairs Emergency Solutions Grant Budget/Final Financial Report							
Date of Report		Subrecipient Budget/Report Number					Original Budget		
Subrecipient Name							Revised Budget		
Contract Number							Formal Amendment		
Second-tier Subs							Final Expenditure		
		1 Total Activity Cost (3 + 6)	2 Last Approved Budget	ESG 3 Original Budget/ Budget Revision/ Final Expenditure	4 Budget Adjustment or Deobligation (3 - 2)	Local/Other Funds 5 Last Approved Budget	6 Original Budget/ Budget Revision/ Final Expenditure	7 Budget Adjustment or Deobligation (6 - 5)	
<b>Project #</b>	<b>Activity</b>								
<b>Activity #</b>	a. Administration	\$ -			\$ -			\$ -	
	b. Street OutReach	\$ -			\$ -			\$ -	
	c. Emergency Shelter	\$ -			\$ -			\$ -	
	d. HMIS	\$ -			\$ -			\$ -	
	e. Prevention	\$ -			\$ -			\$ -	
	Rental Assistance								
	Services *(HR & S)								
	f. Re-Housing	\$ -			\$ -			\$ -	
	Rental Assistance								
	Services *(HR & S)								
	<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
* Services (HR & S) - Housing Relocation & Stabilization Services									
Mayor/Chairman/Authorized Official					State Reviewer Date				
Description of Amendment and/or deobligation: (provide second-tier subrecipient name(s) involved)						Division Chief		Date	
						Source of local/other funds:			
Original to Accounting, Copy to Grant Administrator, and Copy to Project File.									

# SCHEDULE

---

- ❖ Provide a flow chart or timeline showing the schedule of necessary project elements with starting and ending dates for each.
- ❖ **If funded, activities applied for must be completed and the project must be closed by March 31, 2018, if the applicant wishes to apply for FY2018 ESG funds.**



# CONTACT INFORMATION

---

Shabbir Olia 334-242-5468  
[shabbir.olia@adeca.alabama.gov](mailto:shabbir.olia@adeca.alabama.gov)

Maureen Neighbors 334-242-5467  
[maureen.neighbors@adeca.alabama.gov](mailto:maureen.neighbors@adeca.alabama.gov)

Shonda Gray 334-353-0288  
[shonda.gray@adeca.alabama.gov](mailto:shonda.gray@adeca.alabama.gov)

Stephanie Rankins 334-242-5384  
[stephanie.rankins@adeca.alabama.gov](mailto:stephanie.rankins@adeca.alabama.gov)



# RESOURCES

---

[www.hudexchange.info](http://www.hudexchange.info)

[www.adeca.alabama.gov](http://www.adeca.alabama.gov)

1. At top right, scroll over Divisions
2. Select Community and Economic Development
3. On left, select Community Development Programs
4. On left, select Emergency Solutions Grant



UPLOADED TO SLIDESHARE.NET

# APPLICATION CHECKLIST

---

- ❖ Cover letter
- ❖ 1 original application and 2 copies
- ❖ IRS determination letters
- ❖ Copy of IRS form 147C (nonprofit agencies)
- ❖ sam.gov registration
- ❖ Sample intake forms



# APPLICATION CHECKLIST

---

- ❖ Budget forms
- ❖ Letter from CoC/comparable database
- ❖ Resolution (local units of government)
- ❖ Match verification letters
- ❖ History of volunteer hours/donations
- ❖ Audit Certification
- ❖ Risk Assessment



# GOOD LUCK!!!

---

